



Technology Training Specialist I

Details

Job ID : 404

Title : Technology Training Specialist I

Job Code : 728

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION or 2 YEARS TEACHING COMPUTER SOFTWARE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD COMMUNICATION SKILLS

Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED
- WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED